

Dear [Employee Name],

Welcome to [Company Name]! To help you get started, we have prepared your technology workspace and user accounts.

Account Credentials

- **Username:** [Username/Email]
- **Temporary Password:** [Password]
- **Network/Wi-Fi:** [Network Name]

Hardware Provided

- [Laptop/Desktop Model and Serial Number]
- [Monitor/Keyboard/Mouse]
- [Mobile Device/Tablet]

Required Actions

Please complete the following steps during your first hour:

1. Log in to your computer and change your temporary password.
2. Set up Multi-Factor Authentication (MFA) using [System Name].
3. Verify access to your email and the company intranet.
4. Review the [Company Name] Acceptable Use Policy.

Getting Support

If you encounter any technical issues, please contact the IT Help Desk:

- **Email:** [IT Support Email]
- **Phone:** [Phone Number/Extension]
- **Ticket Portal:** [Link to Portal]

Best regards,

[Sender Name]
[Job Title]
IT Department